



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION CLASSIFIED

DEPARTMENTAL PAYROLL TECHNICIAN
DEPARTMENTAL PAYROLL SPECIALIST

Class No. 002490
Class No. 002499

■ CLASSIFICATION PURPOSE

To process personnel, payroll and/or timekeeping actions and assist in payroll related activities; to maintain personnel and payroll related records; to provide information to management and employees regarding compensation and employment; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Departmental Payroll Technician and Specialist classes may be assigned to any department throughout the county. Positions in these classes often report to a Departmental Personnel Officer or Administrative Analyst and deal primarily with departmental personnel, payroll, and/or timekeeping activities. This class series differs from the Payroll Clerk classes, in that the latter performs the more general payroll and timekeeping duties, whereas the former classes, perform the more general personnel related duties in addition to the payroll and timekeeping duties.

Departmental Payroll Technician: This is the journey-level class. Under general supervision, incumbents perform a variety of clerical duties in order to establish and maintain job, payroll and timekeeping records in the personnel, payroll, and timekeeping systems; respond to general questions pertaining to personnel, payroll or timekeeping matters; ensure the accuracy of data; initiate job, payroll and time record corrections; and prepare and submit payroll adjustment forms to Central Payroll in order to process employee's payroll adjustments.

Departmental Payroll Specialist: This is a lead level class. Under general direction, incumbents perform a wide range of paraprofessional duties involving departmental personnel, payroll and timekeeping records. Incumbents may supervise or provide technical guidance/leadership to subordinate employees using the personnel, payroll, and timekeeping systems. Departmental Payroll Specialists carry out the most complex payroll and timekeeping work and are responsible for collecting, organizing, and reporting data from multiple systems to professional staff; and correcting or editing data as described. This class differs from the general payroll series in that incumbents are privy to highly confidential and sensitive information regarding the decision-making processes affecting labor relations, personnel, and employment transactions.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Processes various personnel, payroll, and/or timekeeping transactions by entering data into the HR, Payroll and Time Collection ERP systems (examples: appointments, changes in work location, hires, pay premiums, promotions, retirements, transfers, terminations, employee schedules and employee work hours and pay codes).
2. Accesses computerized job, payroll and time collection records from multiple systems to respond to questions.
3. Reviews, verifies, corrects and reconciles the biweekly time collection records by running a variety of reports and queries in multiple systems.
4. Reviews and ensures the accuracy of the departments biweekly Payroll Final Claim
5. Prepares and forwards payroll adjustment forms (PRL and PR3) to Central Payroll.
6. Generates computerized reports from the HR, payroll and time collection information systems and/or uses the information to track periodic employee data used by management and other departmental support staff.
7. Reviews a variety of reports, forms, and records for accuracy and completeness.

8. Monitors and requests adjustments to balances of vacation, sick and compensatory leave credits.
9. Records and/or verifies hours worked, overtime, and leaves of absence posted in the time collection system.
10. Checks, verifies and corrects codes used for biweekly payroll, mileage, and other employee reimbursable expenses.
11. Interprets, applies, and explains to others a wide variety of rules, regulations, procedures, and forms.
12. Orders services and supplies.
13. Maintains records, logs and files.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
15. Operates office equipment such as electric typewriters, personal computers, copy machines, and calculators.
16. Establishes and maintains employee work schedules in the time collection system.

Departmental Payroll Specialist

Essential Functions:

All the functions listed above and

1. Performs the most complex paraprofessional work involved in processing personnel, payroll, or timekeeping transactions.
2. Plans and schedules work assignments of subordinate staff.
3. Maintains control files to monitor strict personnel, payroll, or timekeeping timelines.
4. Sets-up filing and record keeping systems.
5. Monitors position control and funding for staffing levels.
6. May supervise, train, or provide guidance to staff.
7. Prepares personnel requisitions for employment eligibility lists.
8. Responds to inquiries from the public, department representatives and employees concerning confidential information in situations where tact and judgment must be exercised.
9. Prepares correspondence, reports, forms, and statistical data such as charts, tables and graphs
10. Contacts other agencies as directed for information gathering

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Peoplesoft and Kronos Business Rules.
- Compensation Ordinance.
- Administrative Code provisions.
- County of San Diego Civil Service Rules.
- Memoranda of Agreement.
- Federal and state laws and regulations to include Fair Labor Standards Act, Family Medical Leave and Workers' Compensation.
- Department of Human Resources policies and procedures.
- Personnel payroll and timekeeping terminology.
- Basic computer skills with journey-level knowledge of computer applications and automated personnel, payroll, or timekeeping systems.
- Payroll preparation and accounting methods.
- Related employment regulations and procedures.
- Business English, including spelling, punctuation, grammar, capitalization, and word usage.
- County of San Diego organizational structure.
- Modern office procedures and practices.

- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Departmental Payroll Specialist (in addition to the above):

- Merit system personnel principles.
- Record keeping and monitoring procedures.
- Techniques in the collection and preliminary analysis of labor relations oriented data.
- Lead/supervisory principles and theory.

Skills and Abilities to:

The following apply to both classes:

- Check and compare records and data for accuracy, and research/reconcile errors and discrepancies.
- Prioritize, schedule and process personnel, payroll, or timekeeping tasks to meet strict and cyclical deadlines.
- Post and adjust time collection records using automated systems.
- Refer to schedules, charts and listings.
- Research and compile information.
- Prepare a variety of correspondence, memoranda, or reports.
- Set-up and maintain files and indices.
- Interpret, explain, and follow personnel, payroll, and timekeeping regulations, manuals, or directives.
- Effectively communicate, in oral and written form, complex personnel, payroll, and/or timekeeping information to employees.
- Logically organize and prioritize work coming from a variety of sources.
- Interpret and draw logical conclusions from data.
- Perform basic arithmetic and statistical calculations accurately.
- Operate office equipment including typewriters, calculators, computers, and copiers.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

Departmental Payroll Specialist (in addition to the above):

- Lead/supervise and train subordinates.
- Plan and schedule work assignments.
- Proofread and review work for accuracy and completeness.
- Maintain confidentiality of all data produced.
- Establish payroll/timekeeping procedures and record keeping systems.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Departmental Payroll Technician:

Two (2) years of full-time journey-level clerical experience performing personnel, payroll, bookkeeping or fiscal activities, one (1) year of which must have included full-time experience using automated personnel, payroll, or timekeeping systems.

Departmental Payroll Specialist:

1. One (1) year of full-time experience as Departmental Payroll Technician; OR,
2. Three (3) years of full-time journey-level clerical experience performing personnel, payroll, bookkeeping or fiscal activities. Two (2) years of experience must have included duties such as: using automated personnel, payroll, or timekeeping systems, compiling various payroll or personnel records requiring the identification and interpretation of organizational policies and rules; posting, checking, balancing and adjusting personnel records; making arithmetical calculations, checking various tables, accumulating records and compiling statements; processing leave slips, personnel action notices and mileage claims; and explaining personnel rules, policies and procedures to others.

Note: Twelve (12) semester units of accredited college level accounting or completion of a certificate program in bookkeeping/accounting can be substituted for one (1) year of general experience as outlined in the Departmental Payroll Technician requirements.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexing of the neck. Frequent: sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Occasional: grasping, pushing, pulling and reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens. Incumbents are required to work under very strict timelines.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: February 17, 2006

Departmental Payroll Technician (Class No. 002490)
Departmental Payroll Specialist (Class No. 002499)

Union Code: CL
Union Code: CE

Variable Entry: Y
Variable Entry: Y